FOREWORD

Assalamu’alaikum wr. wb.

Alhamdulillah, Academic Guideline for Undergraduate 2015/2016 is finally published. The book is the 30th edition and a revision of the previous editions after the issuance of the President Degree of Indonesian Republic, No. 031, 2002. The writing of it was based on The Regulation No. 20, 2003 regarding National Education System, Government Regulation No. 17, 2010 about Government of Education, and other similar regulations. Including to this Guideline are the history of faculties, names of study programs, curriculums, and lecturers of UIN Syarif Hidayatullah, Jakarta. It is expected that the students

This academic guideline is expected to be used as a reference for students in general and lecturers in particular, in carrying out their teaching learning and administrative task within the State Islamic University Syarif Hidayatullah Jakarta. In addition, this book is also expected to support and to improve all the development program which have been announced by UIN Syarif Hidayatullah Jakarta heading toward World Class University.

Finally, I would like to say thank you to all those who have supported the publication of this Academic guideline
book. All suggestions and inputs are very welcomed for its improvements in future editions.

May Allah be pleased with our joint effort. Amen.

Wassalamu’alaikum wr. wb.

Jakarta, 1 September 2015
Vice Rector for Academic Affairs,

DR. FADHILAH SURALAGA, M.SI.
NIP. 19561223 198303 2 001
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CHAPTER 1

UNIVERSITY
Looking through the history of UIN Syarif Hidayatullah Jakarta actually means to reveal the story of Indonesian Muslim's struggle in order to have a higher education institution attributed with 'Islamic value, modernity, and “Indonesian-ness”. Therefore, the establishment of UIN is essentially a product of the Muslim's aspiration to establish and develop an institution to educate students and become a reliable person in response to any community needs and changing times.

As a higher education institution, the establishment of UIN Jakarta cannot be separated from the historical development of Islamic universities in Indonesia. The embryos of UIN Jakarta can be traced back from the establishment of Pesantren Luhur (before Indonesia's independence), then the Islamic High School in Padang and Jakarta in 1946, followed by the Islamic University of Indonesia (UII) in Yogyakarta, the establishment of the Service Academy of Religious Sciences (ADIA) in 1957 in Jakarta, until finally became UIN Syarif Hidayatullah as we see it now.

JUNE, 1ST 1957

UIN Syarif Hidayatullah Jakarta originated from Academy of the Service Academy of Religious Sciences (ADIA) established on June 1, 1957. ADIA itself was an official academy under the management of Ministry of Religious Affairs. ADIA was established by the Decree of the Minister of Religious Affairs, No. 1 of 1957. This institution was intended to educate and prepare civil servants to be expert in teaching Islamic courses in Secondary Schools, Vocational Schools and Religious Schools.
At its inception, ADIA occupied the location of Islamic University Jakarta (UIJ) in Madura Street, before moving to Limo Street (UHAMKA now) in the following year. In the third year, ADIA moved to Culture Centrum (KS) Campus in Ciputat (UIN now). At that time, ADIA had only 43 students divided into two departments, namely: Department of Shari‘a (Religious Education) and Department of Lughat al Arabiyah (Department of Arabic Language) and the Special Department for Army’s Religious Leaders as Arabic was the instructional language. Indonesian Language was only used as an instructional language for general courses.

As a ‘state academy’, students of ADIA were qualified only for those who obtained a mandatory study from their institutions. They were employees of Ministry of Religious Affairs from various regions throughout Indonesia. At the time, ADIA was led by Prof. Dr. H. Mahmud Jonah as the Dean and Professor H. Bustami A.Gani as the Vice Dean. As of today, the birth of ADIA is officially considered as the Anniversary of UIN Syarif Hidayatullah Jakarta.

**AUGUST 24TH, 1960**

ADIA joined PTAIN (The State Islamic Higher Education), in its development, in Yogyakarta and became The State Institute of Islamic Religion (IAIN) al jamiyah al Hukumiyah. ADIA became IAIN’s branch in Jakarta with two faculties: the Faculty of Tarbiyah (Education) and the Faculty of Adab (Literature). Prof. Dr. H. Mahmud Yunus was promoted as the Dean of the Faculty of Education and Prof. H. Bustami A.Gani as the Dean of the Faculty of Adab.

After becoming the branch of IAIN in Jakarta, student enrolment were not only made of those mandatory students, but opened also for public. Therefore, the number of students increased significantly to 282.

In 1962, Faculty of Islamic theology was established. The Faculty
itself was a metamorphosis of the Department of Da‘wah wal Irshad (Department of Army’s Religious Leaders) led by Prof. HM. Toha Yahya Omar. The first lecture took place at Al-Azhar Mosque. Along with the opening of the Faculty, IAIN Jakarta then stood alone and transformed into IAIN aljamiah al hukumiyyah Syarif Hidayatullah Jakarta.

**FEBRUARY 25TH, 1963**

As mentioned in the Government Decree No. II in 1960, the purpose of IAIN was to carry out advanced education and to be a center for developing and bolstering Islamic studies. By enhancing the standard of education in the field of religion and science meant also to elevate spirituality and intellectualism of Indonesians. IAIN was then expected to be an academic expertise as well as a social institution.

Given its rapid development, IAIN deemed to stand alone. By the Minister of Religious Affairs’s Decree Number 49 of 1963, IAIN branch Jakarta became IAIN al jamiah al Hukumiyyah Syarif Hidayatullah Jakarta. The inauguration of Prof. Drs. H. Sunardjo as Rector of IAIN Jakarta in 1963 had confirmed the university to become Coordinator of Faculties in Greater Jakarta, West Java and Sumatra

In 1988, through the publication of Minister of Religious Affairs’s Decree No. 15, IAIN Syarif Hidayatullah Jakarta consisted of the faculties: Tarbiyah, Adab, Ushuluddin, Shariah, Da’wah in Jakarta and Faculty of Tarbiyah in Pontianak

However, due to the Presidential Decree No.11 of 1997 on Regional Faculty Status Changes, Faculty of Tarbiyah in Pontianak transformed into State Islamic College (STAIN). By then, IAIN Jakarta no longer had no branch.

During the leadership of Prof. Dr Harun Nasution (1973-1984),
IAIN Syarif Hidayatullah Jakarta is well known as the “Revivalist Campus”. Prof. Nasution generated many innovations in the teaching of Islamic Thoughts. Such as the inclusion of Philosophy in the IAIN curriculum, sending lecturers to the West etc. At the time, IAIN Jakarta also opened the Postgraduate Program (PPS) which was the first graduate program among IAINs throughout Indonesia.

As one of the oldest IAIN, IAIN Syarif Hidayatullah has a unique and strategic position. Not only is as a “window of Indonesia’s Islam”, but also as a symbol of progress of national development, especially in the field of religious development. This is because IAIN Syarif Hidayatullah Jakarta always evolves to become a leading Islamic higher education.

A more intensive development took place during the leadership of Prof. Dr. Azyumardi Azra, MA. In 1998 IAIN prepared the basis towards the establishment of the State Islamic University Syarif Hidayatullah Jakarta in accordance to the concept so-called “IAIN with wider mandate”.

In the academic year 1998/1999, Faculty of Tarbiyah opened the new department namely Department of Psychology and Mathematics. Faculty of Sharia also offered new departments that were Department of Economics and Islamic Banking.

The number of faculty kept increasing in 2001/2002. This was proven by the opening of the Faculty of Psychology (metamorphosis of the Department of Psychology at the Faculty of Education) and the Faculty of Dirasah Islamiyah (a unique program in collaboration with Al Azhar University Cairo Egypt). The opening of these new courses, especially general courses was a significant step towards becoming a full fledge university.

These efforts were recommended by the Government. In 2001, Minister of National Education and Minister of Religious Affairs signed a joint Decree Number 4 / U / KB / 2001 and the No. 500/2001 dated 21 November 2001, concerning the transformation
from IAIN to UIN.

In the same year, 12 Social Studies Programs and the sciences (Computer Science, Information Systems, Accounting, Management, Agribusiness (Socio-Economic) Psychology, English Language and Literature, Library Science, Mathematics, Chemistry, Physics and Biology obtained the operational permit from Director General of Higher Education No.: 088 796 / MPN / 2001 dated 22 November 2001.

In subsequent years, the Draft Decree on Conversion of IAIN to UIN Syarif Hidayatullah Jakarta approved by Minister of Administrative Reform and Director General of Budgetary of the Ministry of Finance. This had become the basis for the transformation of IAIN Syarif Hidayatullah Jakarta into UIN Syarif Hidayatullah Jakarta.

**MAY, 2002**


UIN Syarif Hidayatullah Jakarta consisted of nine faculties at that time; Faculty of Tarbiyah (Tarbiyah and Teachers Training, Faculty of Adab and Humanities, Faculty Ushuluddin and Philosophy, Faculty of Shariah and Law, Faculty of Da’wa and Communication, Faculty of Dirasat Islamiyah, Faculty of Psychology, Faculty of Economics and Social Sciences, and Faculty of Science and Technology. The total number of departments becomes 41 majors.

By this transformation, UIN Syarif Hidayatullah Jakarta is expected to encourage the integration of science both in the field of religion and humanity, with the objective to produce graduates who have integrative insight, responsive and adaptive to modern thoughts.
and progress of science, underpinned by faith.

The transformation also became the underlying framework in changing awarding title as written in Rector’s Decree No. 16, 2002. It is stated that students who successfully completed their studies in S1, S2, S3 are entitled to title/award in accordance with their study program. Thus, graduates UIN Syarif Hidayatullah Jakarta are in the same level with the graduates from other public universities.

Since UIN Syarif Hidayatullah Jakarta is now at the same level with other state universities in Indonesia, the new admission in 2003/2004, other than local selection, UIN Syarif Hidayatullah also joined SPMB (National based-selection). Thus UIN Syarif Hidayatullah Jakarta indirectly has recognized nationally as well as internationally. This recognition is a good foundation to move towards a leading research university.

Integrating Islamic Value and general science is also the underlying framework of the establishment of the Faculty of Medicine and Health Sciences (FKIK) in 2004/2005. The new faculty was established based on the Decree of the Minister of Religious Affairs No.MA/25/2004 and the letter of the Director General of higher education No. 995 / D / 6/2004.

Based on the above approval, in the academic year 2004/2005 UIN Jakarta opened the Faculty of Medicine and Health Sciences with two majors. They are Public Health Science and Pharmacy. As for the major of medicine and nursing, they were opened one year after (2005/2006).

This faculty was establishment in collaboration with Faculty of Medicine of University of Indonesia. FK UI as well UIN Syarif Hidayatullah Jakarta had entered into a collaboration to support the establishment FKIK with various parties, including the number of hospitals in Jakarta and Tangerang as a teaching hospital for students.

As part of its goal to be a research university, UIN has committed to
produce new discoveries in science, both in religious sciences and general sciences, by putting research skills as the primary qualification in any academic performance. As a Research Universities, research capabilities are the main needed-qualifications.

By having a research-based university, it is expected that UIN Syarif Hidayatullah Jakarta may attract more students to come, especially for master and doctoral level from all over the world. This could create an academic, social and cultural exchange, which in turn create an intellectual community and learning society with research and analysis capability. So, UIN could become a Window of Academic Excellence of Islam in Indonesia) as expected by the leaders of Islamic education promoters.

**THE ‘SYARIF HIDAYATULLAH’**

If several universities in Indonesia use names of Military’s personals, IAIN preferred names of religious figures. Naming IAIN with Syarif Hidayatullah cannot be separated from the above. Syarif Hidayatullah was chosen because it is the real name of Sunan Gunung Jati, one of the Walisongo (nine preachers of Islam in Java) who had a major role in expanding Islam in Sunda Kelapa (now Jakarta).

Syarif Hidayatullah (Sunan Gunung Jati) was born in Saudi Arab in 1448 and died in Cirebon in 1568. He was the son of Nyai Rara Santang (daughter of King Siliwangi, Padjadjaran) and Sharif Abdullah. Syarif Hidayatullah was given many titles such as Muhammad Nuruddin, Sheikh Nurullah, Sayyid Kamil, Maulana Sheikh Makhdum Rahmatullah, and Makhdum Jati. After his death, he was granted the title ‘Sunan Gunung Jati’.

In his adulthood, Syarif Hidayatullah returned to Padjadjaran and became the ruler of Cirebon. Since then he had actively introduced Islam in Java, especially in the western part. Later on he put his son, Maulana Hasanuddin, to the position of a missionary (announcer.
of Islam) as well as ruler in Banten. In 1527, with the assistance of Fala-tehan (Fatahillah), he managed to control Sunda Kelapa after expelling Portuguese forces.

Syarif Hidayatullah introduced Islam directly to Sunda Kelapa’s inhabitants and the local leaders. He began by giving knowledge about Islamic teachings as well as some gentle warnings. He talked from heart to heart. When any kind of rejection occurred, he challenged them to discuss. The latter was applied especially to people who openly showed less amenable attitude towards Islam. Propaganda methods used by Syarif Hidayatullah had managed to attract public sympathy.

Syarif Hidayatullah had a major role in strengthening the rule of Islam in Sunda Kelapa which then named as Batavia by the Dutch. Therefore naming Syarif Hidayatullah Jakarta was expected to provide inspiration in the development of Islam in Indonesia.
VISION, MISSION AND OBJECTIVE

VISION

“UIN Syarif Hidayatullah Jakarta is towards a world-class university by the integration of science, Islamic value, and Indonesian-ness”

MISSION

1. To provide a good and relevant higher education as a tool to develop science, to create social transformation, and to increase national competitiveness

2. To organize a higher education within good cultural and structural framework, integrity, and accountability

OBJECTIVE

To improve the quality of education and teaching which results in the improvement of qualified and competent graduates.

To improve research quality and quantity, scientific publications, and community service in order to enhance the education’s quality and competitiveness.

To improve coordination and synergy among units in order to strengthen culture and structure of the organization.

To improve enforcement of the good governance’s principles at every university managerial area.
MOTTO

UIN Syarif Hidayatullah, since 2007, has used *Knowledge, Piety and Integrity* as its motto. This motto was first conveyed by Rector of UIN Syarif Hidayatullah Jakarta, Prof. Dr Komaruddin Hidayat, in the speech at the 67th graduation ceremony of the academic year 2006/2007

*Knowledge* implies that UIN Syarif Hidayatullah has committed to create intelligent, creative and innovative human resources. UIN Syarif Hidayatullah Jakarta also intends to play a significant role in learning activities, discoveries, and engagements of research results to public. Those are forms of UIN’s responsibility to build human resources in Indonesia. UIN Syarif Hidayatullah Jakarta wants to be the source of Islamic value formulation in line with modernity and Indonesian-ness. Therefore, UIN Syarif Hidayatullah Jakarta offers Islamic studies, social and political studies, and economic as well as modern science and technology -including medical science in integration perspective.

*Piety* suggests that UIN Syarif Hidayatullah Jakarta has a commitment to develop an inner quality in the form of piety among academicians. Individual piety (which is reflected in the terms relationship with Allah) and social piety (which is reflected in the terms relationship with others) are the basis for the academicians of UIN Syarif Hidayatullah Jakarta in building a broader social relations

*Integrity* represents that the academicians of UIN Syarif Hidayatullah Jakarta are adherent to personal ethical values as a basis for decision-making and day-to-day behavior. Integrity also implies that the academicians should have confidence, at the same time, and respect other groups. The motto (Knowledge, Piety, and Integrity) contains a spirit to realize a civilized campus and produces graduates with depth knowledge, sincerity, and solid personality.
# ACADEMIC PROGRAM

## 1. UNDERGRADUATE PROGRAM

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<td>2. Arabic Language Education</td>
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<td>3. English Language Education</td>
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<td>4. Social Sciences Education</td>
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<td>5. Mathematics Education</td>
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<td>10. Indonesian Language &amp; Literature Education</td>
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<td>3. History of Islamic Civilization</td>
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<td>5. Library Science</td>
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<td>Ushuluddin and Philosophy</td>
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<td>3. Quran Exegesis and Hadith</td>
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<td>Syariah and Law</td>
<td>1. Comparative Islamic Schools and Law</td>
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<td>2. Comparative Schools of Islamic Jurisprudence</td>
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<td>4. Akhwal Syakhsiyah (Islamic Family Law)</td>
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<td>5. Islamic Court</td>
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<td>6. Administration of Islamic Civil Law</td>
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<td>7. Jinayah Siyasah (Criminal &amp; Constitutional Law)</td>
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<td>11. Management of Zakat and Wakaf (Ziswaf)</td>
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<td>12. Legal Science</td>
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<td>Da’wah and Communication Science</td>
<td>1. Communication and Islamic Broadcasting</td>
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<td>3. Da’wah Management</td>
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<td>Economics and Business</td>
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<td>2. Accounting</td>
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<td>3. Economics and Development</td>
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<td>4. Sharia Banking</td>
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<td>5. Sharia Economics</td>
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</tbody>
</table>
### Science and Technology

1. Informatics Engineering
2. Agribusiness
3. Informatics System
4. Mathematics
5. Biology
6. Chemistry
7. Physics

### Medicine and Health Sciences

1. Public Health
2. Pharmacy
3. Medical Education
4. Nursing Science
5. Nurse (Profession)

### Social and Political Sciences

1. Sociology
2. Political Sciences
3. International Relation

## 2. GRADUATE PROGRAM

### DEPARTMENT AND AREAS OF EXPERTISE

Postgraduate School of Syarif Hidayatullah State Islamic University (UIN) has Islamic Studies Department for both master and PhD degree.

Areas of expertise of Islamic Studies Department:

1. Islamic Thought (Theology, Philosophy and Mysticism)
2. Islamic Education
3. Sharia-Islamic Jurisprudence
4. History-Civilization
5. Language-Literature of Islam
6. Interdisciplinary Exegesis
7. Hadith and Prophet Tradition
8. Islamic Da’wa
9. Sharia Economics
10. Management of Sharia Banking and Finance
11. Islamic Psychology
12. Religions Studies
13. Gender Studies in Islam
14. Islam-Peace Studies
15. Islam Demography Studies
16. Islamic Urban Planning and Architecture
17. Islamic Manuscripts Studies
18. Indonesian Islamic Philology
19. Islamic Ecology
20. Islamic Minority
21. Sociology and Anthropology of Islamic
22. Intra and inter religion relation studies relation
23. Interdisciplinary Islamic Studies
24. Religion and Politics
25. Religion and Science
26. Religion and Population
27. Religion and Media
28. Halal Product Analysis
29. Religion and Health
30. Religion and Medicine
31. Islam and Human Rights
32. Islamic Culture and Arts
33. Islam and diplomacy
34. Religion and Entrepreneurship

Areas of Expertise of the Students are clearly reflected on thesis and dissertation.

Postgraduate School awards academic degree Master on Religion (MA) with either thesis or non thesis pathway, Master of Philosophy (M.Phil), and Doctor (Dr.)

Postgraduate Information : http://graduate.uinjkt.ac.id/
Phone : +6221 7401472 / +6221 74709240
MASTER DEGREE PROGRAM OF FACULTIES

Master degree of Faculties is postgraduate program based-faculty. The program is held by each faculty within Syarif Hidayatullah State Islamic University (UIN) Jakarta.

<table>
<thead>
<tr>
<th>No</th>
<th>FACULTY</th>
<th>MASTER DEGREE PROGRAM</th>
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</thead>
</table>
| 1  | Faculty of Tarbiyah and Teachers Training | 1. English Education  
                                         | 2. Islamic Religion Education  
                                         | 3. Arabic Education                  |
| 2  | Faculty of Adab and Humanities    | 1. Arabic Language and Literature  
                                         | 2. Islamic Culture and Civilization  |
| 3  | Faculty of Ushuluddin and Philosophy | 1. Comparative Religion  
                                           | 2. Theology and Philosophy  
                                           | 3. Exegesis and Hadith              |
| 4  | Faculty of Sharia and Law        | Sharia Economy Law                         |
| 5  | Faculty of Da’wa and Communication | Islamic Communication and Broadcasting      |
| 6  | Faculty of Dirasat Islamiyah     | Dirasat Islamiyah/Islamic Studies           |
| 7  | Faculty of Psychology            | Psychology                                  |
| 8  | Faculty of Economics and Business | Sharia Banking                              |
| 9  | Faculty of Science and Technology | Agribusiness                                |
LIST OF MASTER DEGREE PROGRAM CONTACT NUMBER OF FACULTIES

<table>
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<th>No</th>
<th>FACULTY</th>
<th>CONTACT NUMBER</th>
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<tbody>
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<td>1</td>
<td>Faculty of Tarbiyah and Teachers Training</td>
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<tr>
<td>2</td>
<td>Faculty of Adab and Humanities</td>
<td>021 740 1925 ext.: 1513</td>
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<tr>
<td>3</td>
<td>Faculty of Ushuluddin and Philosophy</td>
<td>021 740 1925 ext.: 1410</td>
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<td>4</td>
<td>Faculty of Sharia and Law</td>
<td>021 740 1925 ext.: 1613</td>
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<td>5</td>
<td>Faculty of Da’wa and Communication</td>
<td>021 740 1925 ext.: 1306</td>
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<td>6</td>
<td>Faculty of Dirasat Islamiyah</td>
<td>021 740 1925 ext.: 1909</td>
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<td>7</td>
<td>Faculty of Psychology</td>
<td>021 7433060</td>
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<td>Faculty of Economics and Business</td>
<td>021 740 1925 ext.: 1121</td>
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<tr>
<td>9</td>
<td>Faculty of Science and Technology</td>
<td>021 740 1925 ext.: 1218</td>
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</tbody>
</table>

3. PROFESSIONAL PROGRAM

Professional program is an additional education after the accomplishment of undergraduate program to obtain professional expertise or skill particular field, such as doctor, pharmacist, nurse, and accountant. The program duration is 1 – 2 years.
CHAPTER 2

ACADEMIC SYSTEM
ACADEMIC SYSTEM

STUDENT ADMISSION

Syarif Hidayatullah State Islamic University opens for registration for undergraduate program from February to July. Annually, there are various student enrollment types endorsed at the university as follow:

1. Academic Achievement Tracing (Penelusuran Prestasi Akademik/PPA) SNMPTN, (PDSS);
2. Joint Enrollment for Higher Education Entrance (SBMPTN/Seleksi Bersama Masuk Perguruan Tinggi Negeri); [written test]
3. Academic Achievement Tracing (Penelusuran Prestasi Akademik/PPA) SPAN PTKIN, (PDSS);
4. Enrollment for Islamic Higher Education Entrance (UM-PTKIN/ Ujian Masuk Perguruan Tinggi Keagamaan Islam Negeri); [written test]
5. Independent Enrollment (SPMB Mandiri/Seleksi Penerimaan Mahasiswa Baru), organized by Syarif Hidayatullah State Islamic University Jakarta independently;
6. Special Interest and Skill Tracing (PMDK/ Penelusuran Minat dan Kemampuan Khusus), opened in the Faculty of Humanities, the Faculty of Islamic Theology and the Faculty of Dirasat Islamiyah. Such enrollment type is addressed to outstanding students from Islamic High Schools (Madrasah ‘Aliyah) or Islamic Boarding Schools (Pesantren);
7. Other enrollment types in collaboration with external institutions such as the Ministry of Religious Affairs, the Ministry of Education and Culture, Local Government, and other Higher Education institutions. In this type of enrollment, the enrollment process is regulated separately.
Further, the student admission is also available on www.akademik.uinjkt.ac.id

TUITION AND FEES

Student tuition and fees are defined and authorized by the rector of Syarif Hidayatullah State Islamic University. In details, the tuition and fees include several components as follow: Enrollment fee (Biaya Seleksi Ujian Masuk/BSUM), Educational Development Endowment Fund (Sumbangan Pembinaan Pendidikan/SPP), Laboratory Fees (Dana Praktikum Laboratorium/DPL), Education Operational Fund (Dana Operasional Pendidikan/DOP), Student Health Cover (Dana Kesehatan Mahasiswa/DKM), Library Fund (Dana Perpustakaan/DP), Student ID Card Fee (Dana Kartu Tanda Mahasiswa/DKTM), Educational Support Fund for Student-Parent Association (Dana Penunjang Pendidikan Persatuan Orangtua Mahasiswa/DPP-POM), TOEFL and TOAFL test fees (P-TEST), Medical Exam Fees (Dana Tes Kesehatan/T-KES), Faculty Development Collaboration Fund (Dana Kolaborasi Pengembangan Fakultas/DKPF), Student Orientation Fee (Dana Orientasi Pengenalan Akademik dan Kebangsaan/OPAK), Community Service Program fee (Kuliah Kerja Nyata/Sosial [KKN/S]), Final Year Project and graduation fees. Procedurally, the tuition and fees are paid by students to Syarif Hidayatullah State Islamic University accounts through Bank Mandiri, Bank BNI, Bank BRI and BTN in Indonesia according to academic calendar schedules.

SCHOLARSHIP

Students with outstanding achievement who face financial constraints are eligible to apply for scholarship. In this case, Syarif Hidayatullah State Islamic University cooperates with several agencies, foundations and corporations who offer scholarship such as the Ministry of Religious Affairs, Bidik Misi, Local Government, Bank Indonesia, Bimantara, Bazis, Dompet Dhuafa, JIMS, Orbit,
Bina Amaliyah, ISE PT Bank Mandiri, UIN (BLU) and many more. Requirements and scholarship application procedures are specified in “Scholarship Application Procedures” in the appendixes of this Student Handbook. In addition, the information regarding the application procedures are available in the Student Affairs office or the Vice Dean for Student Affairs office in each faculty.

CURRICULUM

Since academic year 2004/2005, Syarif Hidayatullah State Islamic University has officially implemented Competency Based Curriculum (CBC). Such implementation aims at improving student competencies and learning outcomes, so that the goals of University, Faculty and Department/Study Program are fully achieved. In the process, the Faculty and the Study Program are given authority to develop the CBC learning models according to their needs.

In turn, since academic year 2014/2015, the entire study programs at Syarif Hidayatullah State Islamic University have based their curriculum on the Indonesian Qualification Framework (Kerangka Kualifikasi Nasional Pendidikan/KKNI) in which its implementation is a mandate by the Law No. 20/2003 on National Education System, the Law No. 12/2012 on Higher Education, the Government Regulation No. 14/2014 on Education Management and Implementation, and the regulation by the Ministry of Education and Culture No. 49/2014 on National Higher Education Standards.

The curriculum design for all study programs; undergraduate, master’s, professional, and doctoral degrees has adopted KKNI in which its program specifications are designed with better framing in visualization. Basically, the program specification templates are adopted from ISESCO, AUN (ASEAN University Network) recommendations, Leicester University (UK), several Southeast Asian universities and national higher education
institutions. With the program specification templates, the vision, missions, and goals of the University are visibly connected with those of the faculty and even those of the study programs.

In these program specifications, KKNI is clearly seen through all outcomes for each study program. With clear outcomes, the distinction among the study programs would eventually come up. Further, the study program’s outcomes are set into program learning outcomes. As the result, through the program learning outcomes, each study program is likely to set its own courses distribution each semester and arrange its own duration of study. According to the regulation of the Ministry of Education and Culture No. 49/2014, study load and duration of study are organized by the level and type of education. With course matrix, it’s easier for the public to understand the vertical relationship between all subjects with the vision, missions, and goals of the study program. Similarly, it is found easier to understand the sequential relationship between subjects given in the first semester and those in the second semester and so on. In this regard, students are expected to be more adaptable in each semester, and so are respective lecturers.

With such scheme, the structure of the curriculum for each study program which refers to KKNI displays three domains; attitude, knowledge, and skills including transferable skills, and also consider life-long learning. In turn, postgraduate, professional and doctoral students are required to meet one of the goals of the study program which is having ability to compete in the global world. Therefore, it is considered common for postgraduate students to master foreign languages with particular score and publish the results of their research in the indexed international journal, Scopus or Schimago.

Further enforcement to turn courses into modules or reading materials, syllabi, course descriptions, Lecturing Session Unit (Satuan Acara Perkuliahan/SAP), themes and subthemes of each lecture, references, and proper assessment system, are to be discussed among a consortium of science at the University. In the
meantime, the substance of curriculum contents is another matter to take into account by the profession or science association. To this end, the University highly recommends that all study programs should create an association and that all lecturers at the study programs build an association in scientific matters to thoroughly discuss the substance of sciences that in time will be included as courses.

By referring to KKNI, the grouping of courses are based on outcomes which are expected to generate attitude, knowledge, practical skills, transferable skills, and a lifelong learning.

**CREDIT POINTS**

Credit points are an educational system applied at Syarif Hidayatullah State Islamic University, which means student study load, lecturer workload and the implementation of a course in a sixteen effective week are measured in a credit unit. Such system requires the following categories:

1. Each course is given a value called credit weighting.
2. The credit weight for each course may vary.
3. The credit weight for each course is determined by the completion of tasks stated in the lecturing programs, lab work, field work, or other tasks.

The determination of the credit weight for each course refers to the calculation of face-to-face, structured, and independent activities. Specifically, a unit of credit point equals to a 50-minute for face-to-face activities, a 60-minute for structured activities, and another 60-minute for independent activities. Further, the credit weight for laboratory works in one credit point is around 2-3 hours in a week for one semester, while the credit weight for field work or alike is similar to 4-5 hours per week for one semester. In turn, the weight of 1 credit point for research or final project (final year project, thesis, or dissertation) amounts to as much as 3-4 hours.
in a day for one month which is considered equivalent to a 25-day work.

The followings are the objectives of using credit points:

1. Providing opportunities for students who are capable and keen to learn to complete studies in the shortest possible time.
2. Giving opportunities for students to take courses that match their interests, talents, and abilities.
3. Finding the possibility of an appropriate education system where various inputs and outputs are likely to implement.
4. Facilitating the adjustment of curriculum with the rapid development of science and technology from time to time.
5. Finding the possibility to create the best assessment system for students' learning progress.
6. Simplifying the credit transfer between departments/study programs, between faculties in the university, or between similar universities.

**STUDY LOAD IN A SEMESTER**

The students’ study load in each semester depends on their Grade Point Average (GPA) achievement which starts from the second semester. The following table depicts the general guidelines for student study load each semester:

<table>
<thead>
<tr>
<th>NO.</th>
<th>Grade Point Average</th>
<th>Maximum Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3.00 – 4.00</td>
<td>24 Credit Points</td>
</tr>
<tr>
<td>2</td>
<td>2.50 – 2.99</td>
<td>21 Credit Points</td>
</tr>
<tr>
<td>3</td>
<td>2.00 – 2.49</td>
<td>18 Credit Points</td>
</tr>
<tr>
<td>4</td>
<td>1.50 – 1.99</td>
<td>16 Credit Points</td>
</tr>
<tr>
<td>5</td>
<td>1.00 – 1.49</td>
<td>14 Credit Points</td>
</tr>
</tbody>
</table>
ASSessment, Test, Grading, Grade Point Average, And Academic Distinction

Semester Assessment

An assessment to the entire study loads taken by a student in one semester is conducted in the end of semester. The result of such assessment is known as Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Essentially, the assessment includes several components such as student attendance, presentation, formative tests, midterm assessment, practicum and/or other tasks, and final assessment.

Test

Test for one course is held in various techniques including written test, oral test, practical test, paper writing, and assignments. Technically, the test is officially conducted if the target of study in one semester reaches at least 75% of completion according to the predetermined meeting schedules. Consequently, make-up test is not possible after one semester passes and remedial assessment is only made possible if a student takes the course again. In addition, grading submission is considered invalid outside the specified schedule. In the meantime, final year project, thesis, or dissertation examination and other final projects are held during munaqasyah.

Grading

The grading on student achievement in each course and final year project writing is measured in numeric value and is then converted into categorical and weighting value. The following table outlines the conversion:

<table>
<thead>
<tr>
<th>Numeric</th>
<th>Category</th>
<th>Weighting Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
<td>Distinction</td>
</tr>
<tr>
<td>70 - 79</td>
<td>B</td>
<td>3.00</td>
<td>Credit</td>
</tr>
</tbody>
</table>
Remedial Assessment

The remedial assessment is possible under the following conditions:

1. Students who do not pass a course;
2. Students who obtain a C is allowed to join remedial assessment under the notification that the applicable score is the latter score;
3. The maximum score of remedial assessment is B with full lectures (16 weeks);
4. Short semester is therein abolished.

Arabic and English Required Score

As one of graduation requirements, the Rector has issued the Rector’s Decree No:Un.01/R/HK.005/233/2012 which set the standard of English or Arabic achievement score for students at Syarif Hidayatullah State Islamic University as follows:

<table>
<thead>
<tr>
<th>NO.</th>
<th>Study Program</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non English Study Program (undergraduate)</td>
<td>450</td>
</tr>
<tr>
<td>2</td>
<td>English Language and Literature, English Education, and International Class Programs (undergraduate)</td>
<td>500</td>
</tr>
</tbody>
</table>
Arabic Passing Score

<table>
<thead>
<tr>
<th>NO.</th>
<th>Study Program</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Study Programs (Undergraduate, Master, and doctoral degrees)</td>
<td>375</td>
</tr>
<tr>
<td>2</td>
<td>Religious Study Programs (undergraduate)</td>
<td>400</td>
</tr>
<tr>
<td>3</td>
<td>Arabic Language and Literature and Arabic Education (undergraduate)</td>
<td>500</td>
</tr>
</tbody>
</table>

Center for Language (*Pusat Bahasa dan Budaya*/PPB) is an institution which administers English and Arabic test at Syarif Hidayatullah State Islamic University. In addition, it also has an authority to issue a certificate for students who have already joint the test as a proof for their passing score. However, English or Arabic test score (institutional or international) from other institutions is acceptable if approved by the Center for Language.

On March 3, 2013, for instance, the TOAFL book (Test of Arabic as a Foreign Language) developed by the Center for Language team obtained Copyright from the Ministry of Justice and Human Rights of the Republic of Indonesia with the registration number 067 393 which is valid for 50 (fifty) years. This adds up the credibility of TOAFL including test equipments and results performed by the Center.

**Grade Point Average**

There are two types of grade points, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). GPA, for instance, is the calculation of all values from each course in a semester (the number of credit points is multiplied by the weighting value) and is then divided by the number of the credit points. In the meantime, CGPA is the sum of the values of all subjects more than one semester and is divided by the number of credit points.
**Academic Guideline**

**Academic Distinction**

The students in undergraduate program will be finally considered as graduates if their CGPA (Cumulative Grade Point Average) reaches at least 2.00 with the academic distinction as shown in the table:

<table>
<thead>
<tr>
<th>No.</th>
<th>CGPA</th>
<th>Academic Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3.50 - 4.00</td>
<td>Cumlaude</td>
</tr>
<tr>
<td>2.</td>
<td>2.75 - 3.49</td>
<td>Very Good</td>
</tr>
<tr>
<td>3.</td>
<td>2.00 – 2.74</td>
<td>Good</td>
</tr>
</tbody>
</table>

In addition to what is outlined in the table, the cumlaude academic distinction is only entitled to:

1. Those who obtain CGPA of at least 3.50;
2. Those who finish their study not more than five years for undergraduate programs, not more than 2 years for graduate or professional program, and not more than three years for doctoral program;
3. Those who achieve their score without joining remedial assessment; and
4. Those who never violate student code of ethics.

**Optional Program/Electives**

In addition to taking compulsory courses in a Faculty and Study Program (as a major), students are also given option to take eligible additional courses/electives (minor), which is about 15-20 credit points. Ideally, these additional courses are offered by other study programs that are different from the study program the students take. However, the students are required to consult with their academic advisor to take them.
LISTENING PROGRAM (MUSTAMI’)

Syarif Hidayatullah State Islamic University opens for listening program (mustami’) registration addressed to students from both inside and outside the University by filing a request to the Executive Board c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation or the Head of Academic Affairs and submitting a copy of the latest educational certificate (high school certificate for undergraduate program, undergraduate certificate for Master Program and master’s certificate for Doctoral Program respectively). If their request is granted, the students are required to complete the followings: photographs, profile information, course plan submission (maximum of 12 credit points per semester) and receipt of registration payment and other expenses.

The listening program students are later given special ID card and are allowed to join exams for all subjects they take. Similarly, they are admitted in the Academic Division. If they then enter regular program at Syarif Hidayatullah State Islamic University, the courses and scores they have obtained will be considered valid for conversion as long as their GPA reaches at least 2.75 for undergraduate program and their ID card will be adjusted. In addition to this program, it is also open for students who have low skill in particular courses, so they can get extra time to catch up with other students.

SANDWICH PROGRAM

Syarif Hidayatullah State Islamic University also offers students from home or overseas higher education institutions to take sandwich program for undergraduate, master and doctoral degrees. Officially, the students who are willing to apply for the program are required to file a request to the Rector of Syarif Hidayatullah State Islamic University c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation or the Head of Academic Affairs, by attaching a letter of request from their higher education
institution of origin signed by its Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation or the Head of Academic Affairs.

In turn, the students whose request is granted are further required to provide and submit the followings: photographs, profile information, course plan submission (maximum of 12 credit points per semester) and receipt of registration payment and other expenses. At last, they will be given a special ID.

DOUBLE DEGREE PROGRAM

Double Degree program is an academic program organized by Syarif Hidayatullah State Islamic University to allow students to pursue a double degree. Such program is offered both internally (between faculties/study programs within Syarif Hidayatullah State Islamic University) and externally (between Syarif Hidayatullah State Islamic University and other accredited higher education institutions, from home or overseas). Generally, the program is open for students and alumni from Syarif Hidayatullah State Islamic University or those from other higher education institutions who are tied to cooperate with the University in double degree program. Further, applicants who are interested in joining the program are to submit a proposal or a letter of request addressed to the Faculty Board that administers their desired study program, without an entry test. Please notify that the proposal submission coincides with the schedule of new student enrollment.

GENERAL REQUIREMENTS

a. Students/Alumni from Syarif Hidayatullah State Islamic University:

1. Current students are eligible to take the Double Degree Program after completing at least 75% of their lecturing sessions in their initial study program.
2. Any courses obtained in the initial Study Program or those which are similar to can be converted according to the curriculum in the latter study program.

3. Current Students or alumni who join Double Degree Program are required to pay registration fee and other expenses until they finish the program from Syarif Hidayatullah State Islamic University or study program partner;

4. Current Students or alumni who join Double Degree Program will receive ID from the latter study program they enter.

5. Current students who join new study program are not allowed to leave their initial study program. If they abandon their initial program, their double degree program will be automatically canceled.

6. Acceptance or rejection to the proposal of the Double Degree Program is decided and authorized by the Faculty Board that administers the latter study program.

b. Students from another Higher Education Institution:

1. They have already obtained at least 60 credit points from their higher education institution of origin.
2. They are not on-leave or transferred students.
3. Any courses obtained in the initial higher education institution of origin can be converted with a maximum of 30 credit points or according to the policy applied in the desired study program.
4. Paying conversion fee according to its rates.
5. Paying registration fee as a Double Degree Program applicant.
6. Paying tuition and fees according to the applicable rates of the new study program they have entered.
7. Acceptance or rejection to the proposal of the Double Degree Program is decided and authorized by the Faculty Board that administers the latter study program.

APPLICATION PROCEDURES

a. Students/Alumni from Syarif Hidayatullah State Islamic University are to fill out the provided form and attach the following items:

1. Student ID Card or another valid ID.
2. Receipt of registration fee as a Double Program Degree applicant.
3. Receipt of any required fees payment.
4. Transcripts from the study program of origin.
5. Current photograph (2x3 cm and 3x4 cm, 4 pcs. each).
6. Letter of Approval from the Faculty Board that administers the latter study program.

b. Student from another Higher Education Institution are required to fill out the provided form and complete the following items:

1. Letter of request from accredited Higher Education Institution of origin.
2. Letter of Approval from the Faculty Board that administers the latter study program.
3. Copy of Student ID Card or another valid ID.
4. Receipt of registration fee as a Double Program Degree applicant.
5. Receipt of any required fees payment.
6. Transcripts from the Higher Education Institution of origin.
7. Current photograph (2x3 cm and 3x4 cm, 4 pcs. each).
SCORE CONVERSION PROCEDURES

a. Students apply for the score conversion to the Dean c/q the Head of the Study Program by attaching the following requirements:

1. Pass certificate as a proof of passing Syarif Hidayatullah State Islamic University entrance test
2. Letter of transfer issued by the higher education institution of origin
3. Student achievement record from the higher education institution of origin

Please notify that the students will get the approval letter regarding their score conversion from the head of the study program.

b. Students apply for the score conversion to the Head of Bureau of Academic Administration, Student Affairs, and Cooperation by attaching the requirements as mentioned on letter “a”, point 1-3, and approval letter for score conversion from the Head of the Study Program. Further, they will get a letter of conversion and score conversion result from the Rector through the Head of Academic Affairs after paying the conversion fee. In the process, three copies of the receipt, each is separately submitted the Head of Academic Affairs, the Head of Finance and the Faculty/Study Program.

c. The Academic Affairs division will then input the converted score on AIS (Academic Information System)

PAPERS AND FINAL YEAR PROJECT

The ability to write scientific papers is one skill every student at Syarif Hidayatullah State Islamic University must inquire. Scientific writing here refers to papers, final year project, thesis or dissertation.
Paper writing, for instance, is defined as materials for seminar tasks and/or practicum at all levels of education programs. Meanwhile, final year project writing is one of the requirements to complete undergraduate study program.

Scientific papers writing should meet the common criteria; technical standpoint, languages/literature, system and substance. In addition, it should stand on qualified and preferred sources using primary sources and avoid plagiarism. Originally, the source of data collection includes field and/or literature data. In details, any matters related to scientific papers writing is provided in the Guidelines for Scientific Writing (Final Year Project, Thesis and Dissertation).

**COMMUNITY SERVICE**

Community service is considered as one of the principles of higher education at Syarif Hidayatullah State Islamic University, Jakarta. Such service is rated as one of tasks where institutions, lecturers, employees, and students are required to accomplish.

On student level, the service is taken as a component to assess study completion. Therein, the Faculty/Department/Study Program has an authority to place it into curriculum. In this regard, community service as a course may include community service program, social work, and field work or alike, and is weighted for about 2 to 4 credit points. In addition, it may be practically constructed as structured, group or independent activities and/or equivalent/credit transfer activities. In the process, the technical implementation of the community service is coordinated by the Center for Community Service (Lembaga Pengabdian Masayarakat/PPM) at Center for Research and Community Service (Lembaga Penelitian dan Pengabdian Masayarakat/LP2M), along with the Faculty/Department/Study Program.
ACADEMIC ADVISOR

The determination of credit points as educational system provides an opportunity for students to plan and choose courses to take each semester. To plan and select appropriate courses, they are advised to consult with their academic advisor. However, the decision to take them is fully their right in the end considering that their learning achievement is not solely based on their academic skills, but there are other factors that play a part. In this case, an academic advisor is one of many factors that help them deal with both their academic and non-academic difficulties. The followings are the duties of an academic advisor:

a. Helping students to understand and identify their academic interests, talents, and ability.
b. Assisting them to plan for their study by organizing courses in each semester, so that they can effectively and efficiently manage it.
c. Motivating them in the way they could solve problems and take the right decision when facing some
d. Helping them prepare and develop course plan according to their academic interests, talents, and ability.

Further details on academic advisor are outlined in one of the appendixes in this handbook.

STUDY LOAD, DURATION OF STUDY, AND STUDENT STATUS

Study Load

Students at Syarif Hidayatullah State Islamic University are required to complete:

a. 144 credit points for four-year diploma and undergraduate programs;
b. 27 credit points for profession program;
c. 36 credit points for master, applied master and specialist-one programs; and
d. 42 credit points for doctoral, applied doctoral, and specialist-two programs.

**Duration of Study**

All students at Syarif Hidayatullah State Islamic University are obliged to follow the duration of study in accordance with the statutory provisions as follow:

1. Undergraduate students complete their study in a minimum of four (4) years and a maximum of 5 (five) years;*
   (* the number of credit points and duration of study refers to the new national standards for higher education)
2. Profession program students complete their study in a minimum of one (1) year and a maximum of two (2) years.
   (Doctor, nurse, accountant, psychologist, pharmacist, etc.);
3. Master, applied master and specialist-one students complete their study in a minimum of one and a half (1.5) years and a maximum of three (3) years;
4. Doctoral, applied doctoral, and specialist-two students complete their study in a minimum of three (3) years and a maximum of four (4) years;

**Student Status**

Based on the aforementioned duration of study, there are five (5) types of student at Syarif Hidayatullah State Islamic University:

1. Current Student (those who re-register and pay tuition)
2. Non-Active Student (those who do not re-register and do not pay tuition)
3. Dropout (those who have academic achievement below 2.0/their duration of study is expired/they are exposed to sanctions)

4. Transfer Student

5. Successful Student (those who complete their study)

Since accepted and admitted at Syarif Hidayatullah State Islamic University, students are supposed to know the study program they take. Therefore, they are required to understand and undertake the followings:

**ADMINISTRATIVE PROCEDURES AND ACADEMIC SERVICES**

**Re-registration and Course Plan Filing**

In the beginning of each semester, students are required to do re-registration and course plan filing. If they fail to do so, they are automatically considered postponing their study and their right as students does not apply. In turn, in order to take classes in the next semester, they need to re-register by paying the financial obligations for the current semester as well as the previous one. Please notify that the duration of study in the semester where they fail to take is counted as duration in the completion of their study as a whole.

Course plan submission or filing is made during the re-registration with the following conditions:

a. Students in semester 1 are only allowed to take courses assigned to the semester, but in the next semester they can take them according to the regulations.

b. Students specifically notice compulsory courses and electives.

c. Continuous or prerequisite courses are taken in the specified order.

d. In taking the number of courses and credit point load, students refer to the applicable regulations by considering their GPA and
the minimum of maximum number of credit points required.
e. Students are allowed to take courses in cross-study program within the university as long as the substance of the courses, their nomenclature, and their course code are in line with the package of disciplines in the study program the students take;
f. Students may take courses in cross-study programs with external university as long as the substance of the courses, their nomenclature, and their course code are in line with the package of disciplines in the study program the students take, and MoU between the two involved rectors is made.

Course Plan Revision

Any change, exchange, or cancellation made to the taken course is available within 2 (two) weeks after the course begins. Please understand that the change, exchange or cancellation is under the approval of Academic Advisor and is recorded on course plan. Consequently, those who fail reporting the change or exchange made to the course according to the given schedule are considered unsuccessful in taking it.

In the last semester, due to some necessary circumstance in the way the course recorded in course plan is not given in the semester, students are allowed to take other existing courses by the approval of their academic advisor and the Head of Department/Study Program.

Leave of Absence

With an acceptable excuse, undergraduate students who has been admitted in at least 2 (two) semesters are granted to take leave of absence for one (1) semester or two (2) semesters on top during their study. To ensure the quality of their study, they are expected to not take the leave consecutively. Please note that this leave of absence is counted into duration of study. During their leave, they are only required to pay administrative fees set by the
Rector’s regulations. Here, request for leave of absence is submitted to the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation no later than 7 (seven) days prior to the re-registration for the following semester.

Prior to taking leave of absence, students must attach the following documents:

a. Proof of enrollment in the current semester.
b. The latest student achievement record
c. Letter of approval from Academic Advisor and/or Department/Study Program.

If they meet the requirements, the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation will issue leave of absence letter in which the copy of the letter is submitted to the Dean and the Finance Department. In turn, they are required to pay administration fee for leave of absence at the Finance Department as determined by the Rector’s regulations. Further, the letter authorized by the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation and the administration fee payment receipt are submitted to the Academic Affairs as a proof of student registration.

Returning from Leave of Absence

Students who have taken leave of absence for one (1) or two (2) semester(s) are obliged to re-register in the following semester by meeting all requirements of academic administration and finance as regulated and attaching leave of absence letter obtained in the previous semester.

Student Transfer to Syarif Hidayatullah State Islamic University

Students from other universities who intend to transfer to Syarif Hidayatullah State Islamic University can apply for transfer
process by submitting letter of transfer addressed to the Rector c/q the Dean of the destined faculty under the following conditions:

a. Applicants must join admission test at Syarif Hidayatullah State Islamic University.
b. Applicants have undertaken study in university of origin for four semesters (two years) at least or six semesters (three years) on top.
c. Applicants’ study program of origin meets the same value of accreditation as the intended study program.
d. Applicants’ study program of origin is in line with the intended study program.
e. The lowest score to convert is B.
f. The maximum number of courses to convert is 40% of overall taken courses.
g. The transfer program is only available during new student enrollment at Syarif Hidayatullah State Islamic University.
h. Acceptance or rejection to the transfer request is decided and authorized by the Faculty Board that administers the intended study program.

Current students who intend to transfer to another Faculty/Department/Study Program within the university must join new student admission as procedures and requirements applied to prospective students. If they are successful, any course they have taken and score they have obtained in the previous study program can be converted according to the regulations in the latter Faculty/Department/Study Program they enter.

Student Transfer from Syarif Hidayatullah State Islamic University

Current students who are willing to transfer from UIN Syarif Hidayatullah are granted a letter of transfer as long as they are not in leave of absence, under suspension, or dropped out. The followings are procedures for the transfer:
a. Students submit a letter of request to the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation and attach a letter of transfer authorized by the Rector from the intended university.

b. Exemption letter as a proof of financial free from the Finance Department or other financial dependents (such as from library and dormitory) is attached along with the letter of request.

c. The Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation issues a letter of transfer under students’ request and attaches student transcript.

**Graduation Ceremony**

a. Students who have successfully completed their study at Syarif Hidayatullah State Islamic University are officially granted graduation ceremony with the following procedures:

1. The graduation ceremony is officially granted by the Rector;
2. The graduation ceremony is held four times a year;
3. Graduates use attributes according to the regulations applied at the University;
4. Scholars’ Pledge is led by a graduate and followed by all graduates.

b. Students who achieve Cumlaude (Mumtaz) academic distinction are entitled as the best graduates.

c. The list of best graduates is proposed and delivered by the Dean of each faculty to be approved by the Rector.

d. If there are two or more students who are entitled as the best graduates at certain faculties, they are set in order as follow:

1. The test score of each candidate’s final year project;
2. The score of core courses;
3. The non-academic achievements of the candidate;
4. The duration of study.
Certificate

a. Students who have completed their study are awarded a certificate as a proof that they are academically qualified and granted graduation ceremony.

b. Requirements for certificate claim:

1. Exemption letter from the dormitory.
2. Exemption letter from libraries (Main and Faculty’s libraries).
3. Transcript issued by the Faculty/Department/Study Program.
4. A letter of final year project submission.
5. Financial exemption letter.
7. The certificate is collected by the students themselves no later than one year after graduation ceremony.

Administrative, Academic And Non-Academic Sanctions

Administrative Sanctions

Students who violate the provisions of the academic administration receive the following sanctions:

a. Fines are applied to students who are late to register according to the given schedule with the following criteria:

1. One to six day(s), 10% of overall tuition.
2. Seven to thirteen days, 20% of overall tuition.

b. Students who fail to register later than 13 days after the registration period is specified must apply for academic leave.

c. If, for some reason, they could not apply for leave of absence, the University will consider them as students on leave.
d. Students who do not register in the previous semester without reason are charged with tuition for the semester and fine of 50% of the overall tuition, and are required to pay for educational cost for the following semester including late fee.

**Academic Sanctions**

a. Students who do not register in two consecutive semesters receive sanctions in the form of termination of study (dropped out from the University).

b. Students who fail to submit course plan according to the given schedule are not eligible to join classes. If, for instance, they take an exam, the score they obtain is not valid.

c. Students whose attendance is less than 75% of overall attendance in particular course in a semester are not allowed to take exam and are automatically fail the course.

d. Students who do not complete structured and/or independent tasks will be penalized delay or cancellation to the score they obtain by the concerned lecturer.

e. Students who obtain a GPA of less than 2.00 in semester 2, semester 4, semester 6 or semester 8 will consequently be dropped out.

f. Students who have exceeded maximum duration of study (10 semesters) without an acceptable reason and have not completed their study will be automatically dropped out.

g. Students who are unable to complete required revisions to their final year project after examination within three months from the examination, their final year project score will be cancelled and replaced with the one from the subsequent examination.

h. Academic sanctions are proposed by the Faculty team and are forwarded to the Rector by the Dean in order to issue the Decree on the termination of study.

i. Students who have received the termination of study are not
allowed to take any study within Syarif Hidayatullah State Islamic University.

**Non-Academic Sanctions**

Students who violate the provisions of non-academic, legal, and moral misconduct will receive the following sanctions:

a. Reprimand letter;
b. Letter of warning;
c. Suspension within a certain period;
d. Dropped out.

The aforementioned sanctions are stipulated by the Rector’s decision which refers to the proposal of the University Senate after considering the recommendation by a special team comprising of various elements both at the faculty and the university. Therefore, the termination of study with non-academic reasons is only authorized by the Rector based on the University Senate hearing.